



Navodaya Shaikshanik Sanstha, Dhule's

**Uttamrao Patil Arts & Science College,**

**Dahiwel, Tal. - Sakri, Dist. - Dhule- 424 304 (M.S.)**

Out ward No.- UPCD/ 647/ 2023 - 2024

Date : 09/06/2023

### Declaration under Right to Information Act 2005

#### **Right to Information Act (RTI)**

On 15th June 2005 the Right to Information Act 2005 was passed by the Parliament. It came into force on 12th October, 2005. Any citizen of India may request information from a "public authority" under the provisions of this Act, (a body of Government or "instrumentality of State"). It required replying expeditiously or within thirty days. The Act also requires every public authority to computerize their records for wide dissemination and to proactively certain categories of information so that the citizens need minimum recourse to request for information formally.

**Uttamrao Patil Arts and Science College, Dahivel** has declared as a "Public Authority" under this Act as the implementation of 'The Right to Information Act, 2005.' The Act commands that organizations defined as "Public Authorities" are obliged to make available information to the community and generate required preparations in order to encourage clearness and liability in the working for each public right. An officer has been designated as Public Information Officer (PIO) in pursuance of the Right to Information Act 2005. PIO shall perform the duties and responsibilities as predicted under the act without fail. The structure of RTI and works of PIO are available on the college website.

Click to download RTI Act:

<http://righttoinformation.gov.in/rti-act.pdf>

As per section 4(1) (b) of RTI Act 2005, Government of India, **Uttamrao Patil Arts and Science College, Dahivel** hereby declares (*also made available on the institute website [www.upcdahivel.ac.in](http://www.upcdahivel.ac.in)*) that it adheres to all the rules and regulations of Govt. of Maharashtra and affiliating university, **Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon and University Grants Commission, New Delhi.**



Citizens can seek information regarding the activities of the college by submitting a written request with details like Name, address, contact telephone number and particulars of the information sought. The reason for seeking information need not be given. The duly signed request may be addressed to the Public Information Officer, **Uttamrao Patil Arts and Science College, Dahiwel** along with the required fee of Rs.10/-. Copies of documents will be charged according to the rate fixed by the State Information Commission, Maharashtra.

If the reply is not received in time or if the information is not given, you can tender appeal to the First Appellate Authority, KBC North Maharashtra University, Jalgaon.

Sr. No.	Name	Designation	Email Id
1	A.S. Patil [Office Superintendent]	Public Information Officer (PIO)	upcdahivel@yahoo.co.in
2	Prof. Dr. S. C. Ahire [Vice Principal]	Assistant Information Officer(APIO)	ahiresuresh9@gmail.com
3	Dr. S. B. Desale	First Appellate Authority (FAA)	Sb2desale@gmail.com

#### 1. Organization Functions and Duties:

Navoday Shaikshanik Sanstha Dhule's Uttamrao Patil Arts and Science College, Dahiwel, Tal. Sakri, Dist-Dhule (M.S.), was started in 1995 by Late. Arvind Manikro Patil, founder Chairman. The college, imparting quality education in Arts and Science stream in rural, tribal and educationally backward area, is affiliated to **Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (MS)** and is governed by the Governing Body of the **Navoday Shaikshanik Sanstha ,Dhule (M.S.)**

The Principal, Navoday Shaikshanik Sanstha Dhule's Uttamrao Patil Arts and Science College, Dahiwel, Tal. Sakri, Dist-Dhule (M.S.), is Academic and Administrative Head of the institute and Head of the various departments, teaching and non-teaching staff



functions under the Principal. College Development committee, Management, IQAC and Academic and Administrative committees assist the principal to provide quality education to the students.

2. **Objective:** To Provide quality education to rural and tribal students in Arts and Science Stream

3. **Vision and Mission:**

*VISION: "Aiming for the best through amalgamation of attitude and acumen"*

*MISSION: "To provide higher education in the faculties of arts and science to the students from tribal and rural sections of the society to groom them to be responsible citizens ,who will torch for disseminating knowledge in the tribal and rural masses and sustained socio-economic development of the society with conservation of environment"*

*The mission of the institute statement defines the Institute's distinctive characteristics in terms of addressing the needs of the students, institute's value orientation, and vision for the future. The governance of the institute facilitates and co-ordinates the academic and administrative planning and implementation. Reflection of Mission and Vision in the leadership of institute is reflected as follows*

4. **Brief History of the College:** Navoday Shaikshanik Sanstha Dhule's Uttamrao Patil Arts and Science College, Dahiwel, Tal. Sakri, Dist-Dhule (M.S.), was started in 1995 by Late. Arvind Manikro Patil, founder Chairman. The college, imparting quality education in Arts and Science stream in rural, tribal and educationally backward area, is affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (MS) and is governed by the Governing Body of the Navoday Shaikshanik Sanstha ,Dhule (M.S.)
5. **Duties of the College:** Imparting higher education to Rural and Tribal masses.
6. **Main activities / function:** Teaching and Research





7. **Monitoring Agent:** Governing Body
8. **Address of the college:** Near Nagpur Surat Highway, Dahiwel, Tal-Sakri, Dist-Dhule, Maharashtra Zip code 424304
9. **Office hours:** 7.30 to 4.30 p.m.

**10. The Power & Duties of Officers and Employees:**

The Principal of the College is the Academic and Administrative Head of the College. Administrative office is headed by the Head Clerk and supported by Senior and Junior Clerks who support the Principal in financial matters. Professors, Associate Professors & Assistant Professors of various departments under the supervision of senior teacher as the Head in charge of the department support the Principal in academic matters.

**11. The Procedure:**

In the Decision Making Process, Including Channels of Supervision And Accountability. The Principal in consultation with Governing Council, various committees constituted in the college and in support of the office makes suitable decisions for the proper conduct of the college under the control of the Chairman, **Navoday Shaikshanik Sanstha, Dhule**. The rules of Maharashtra State and Subordinate Service rules, Maharashtra Education Act and Rules, Statutes of the Affiliating University are also strictly followed in this regard. The individual employees of the college are accountable for their duties.

**12. The Norms Set By the College for the Discharge of its Functions:**

The functions of Navoday Shaikshanik Sanstha Dhule's Uttamrao Patil Arts and Science College, Dahiwel, Tal. Sakri, Dist-Dhule (M.S.), are discharged in accordance with the various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of UGC / State Government/ University/ Management/ Academic Coordinator/Principal as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

13. The Rules, Regulations, Instructions, Manuals and Records Held by it or under its Control or used by its Employees for Discharging its Functions:



The Constitution of India, Maharashtra State Service Rules, Laws Relating To Civil Services, Maharashtra Education Act & Rule Statutes of the **Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon** as amended from time to time. Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the college as amended from time to time. Statement of Categories of documents that are held by it or under its control. No Category of the Document Name of the document and its introduction in one line Procedure to obtain the document Held by/under control of,

1. Non confidential College Bye-Laws, to approach the Information Officer Principal
2. Non confidential Memorandum of Understanding and Rules & Regulations.
3. Non confidential Notes on Agenda placed in Governing Body.
4. Non confidential Minutes of various meetings like Governing Body / Academic committee.
5. Confidential Employees: Confidential Report (CR) cannot be obtained.

Particulars of any arrangement that exists for consultation with or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof: There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in the College. Statement of boards, councils, committees and other bodies consisting of two or more persons Constituted as its part or for the purpose of its advice and as to whether meetings of those boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

14. The following committees and cells have been constituted by the Principal for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI act, 2005:

- RTI
- IQAC
- Research Cell
- Student Grievance Redress Cell
- Anti-Ragging Cell
- Anti-Sexual Harassment Cell



- Career Guidance and Placement Cell
- Counseling Committee
- Discipline Committee
- Extension Activities Cell
- Sports and Cultural Cell
- Women's Cell (Yuvati Sabha)
- SC ST OBC Cell
- Minority Cell
- Any other Cell established by the principal

15. The institute, as per RTI rules of Govt. of India and Maharashtra state Govt., is accountable and available to the Public on request under RTI Act.
16. Manner of execution of subsidy programmes, including the amounts allocated and details of Beneficiaries of such programmes. No subsidy programmes are executed by the College and no amount has been allocated for the same.
17. Particulars of recipients of concessions, permits or authorization granted by the College  
Details of the students receiving fee concessions under different schemes of the Government are available in the office upon request.
18. Information held by / available to the College, reduced in an electronic form:
  - Statutes of the affiliating University as amended from time to time.
  - Rules for the conduct of Classes/ Library /Laboratories/ Hostel/ Committees of the college as amended from time to time.
  - Manual of Office Procedure. The college library has been computerized and the search facility is not available to the public.
19. Facilities available to citizens for obtaining including the working hours of a library or reading room, if maintained for public use.
  - Public can directly access the information from the office / Principal and the concerned departments during working hours of the college. Information on other matters can be obtained from the public information officer as per provision of the RTI ACT, 2005. Library is not available for public use.



20. Name, designation and other particulars of the appellate authority and Public information Officer.

**1. A.S. Patil**

[Office Superintendent]

Office Phone no. 02561230643

**Public Information Officer (PIO)**

**Email Id:** upcdahivel@yahoo.co.in

**2. Prof. Dr. S. C. Ahire**

[Vice Principal]

**Assistant Information Officer (APIO)**

ahiresuresh9@gmail.com

**3. Dr. S. B. Desale**

[Principal Inch.]

**First Appellate Authority (FAA)**

Sb2desale@gmail.com

